

Office 365 Is Here!



All NASA Centers will be migrated to Office 365 by the end of January 2019. Outlook Online, OneNote, OneDrive, and other new features present new ways of working and collaborating at NASA. Learn the new features and start working smarter today.

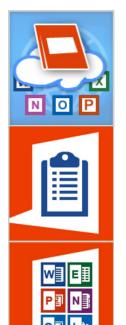
Access the Office 365 learning resources in SATERN Today!



Microsoft Office 365

Online Training Available in SATERN

Office 365 Introduction



Introducing Microsoft Office 365 Applications

Microsoft Office 365 provides access to a range of online Office applications for business users, including Microsoft Word, Excel, PowerPoint, OneNote, Outlook, Lync, and others. In this course, you'll be introduced to the online applications and their uses. 1.1 hours. <u>Launch in SATERN</u>

Microsoft Office 365: Applications

Microsoft Office 365 provides access to a range of online Office applications for business users, including Microsoft Word, Excel, PowerPoint, OneNote, Outlook, Lync, and others. In this course, you'll be introduced to the online applications and their uses. 0.7 hours. <u>Launch in SATERN</u>

Microsoft Office 365: Document Management

Microsoft Office 365 provides access to a range of online Office applications for business users, including Microsoft Word, Excel, PowerPoint, OneNote, Outlook, Lync, and others. In this course, you'll learn how to share, collaborate on, print, and manage documents and e-mail using the Office 365 applications. 0.8 hours. Launch in SATERN

Other Office 365 Resources

Office 365: Books and Videos on Skillport

On the NASA Skillport site, there is a large collection of online books and videos covering every aspect of Office 365. You can also access all of these books and videos on the Skillsoft Learning app on your smartphone or tablet. <u>Launch in Skillport</u>

NASA Office 365 Resources

OCIO has compiled a collection of helpful resources to introduce you to Office 365. Must be connected to VPN or on the NASA network. <u>Launch</u>

Office 365: Outlook Online



Outlook Online: Customization

Outlook on the web, previously known as Outlook Web App or OWA, is the email client in Office 365. Explore the Outlook interface, and discover to how to edit your profile and password, customize your inbox, and use the instant messenger feature. 0.5 hours. <u>Launch in SATERN</u>

Outlook Online: Sending & Receiving Email

Outlook on the web makes it easy to send and receive emails. Discover how to send, receive, reply, and forward emails, work with drafts, mentions, and attachments, create out-of-office replies, and print emails. 1.2 hours. Launch in SATERN

Outlook Online: Formatting Email

Outlook on the web lets you format your emails to suit your personal needs. Discover how to format text, use spell check, insert images and hyperlinks, and manage signatures. 0.6 hours. Launch in SATERN

Outlook Online: Organizing Email

Keeping your Outlook on the web emails organized helps you be more productive. Discover how to tag, label, filter, and sort emails, use conversations and folders, and handle junk email. 0.9 hours. <u>Launch in SATERN</u>

Outlook Online: Contact Tools

Outlook on the web makes it easy to keep track of people you connect with. Learn to work with the address book, including how to add and import contacts, create and manage contact lists and groups, and use folders to organize contacts. 0.6 hours. <u>Launch in SATERN</u>

Outlook Online: Calendar Tools

Keep track of events, meetings, and appointments in Outlook using the calendar section. Discover how to customize your calendar, create and organize events and meetings, add and share calendars, and work with tasks. 1.2 hours. <u>Launch in SATERN</u>

Office 365: OneDrive for Business 2017



OneDrive for Business 2017: Signing in & Setting Up

OneDrive for Business, part of Microsoft's Office 365 package, is used to store files to work on or share. Explore how to get started using OneDrive for Business, including the interface and available tools, and how to customize your account. 0.3 hours. <u>Launch in SATERN</u>

OneDrive for Business 2017: Using the Storage Tools

One of the main benefits of using OneDrive for Business is working with files online. Discover how to create, edit and import files, sync files on your computer, and share files with other users in order to work together online. 0.6 hours. <u>Launch in SATERN</u>

OneDrive for Business 2017: Organizing Files

To be productive, you need to keep your files organized. Discover how to sort and filter files, and create, delete, and organize folders in OneDrive for Business. 0.5 hours. <u>Launch in SATERN</u>

Office 365: OneNote Online



OneNote Online: Creating & Opening Notes

Get started with OneNote Online. Discover how to access and use OneNote Online, including how to create and open a notebook, and add and work with notes. 0.9 hours. <u>Launch in SATERN</u>

OneNote Online: Formatting & Illustrating Notes

Discover how to format notes to make them more visually appealing, including applying styles and using special characters. Also, explore graphic elements, such as inserting tables and images. 1.0 hours. Launch in SATERN

OneNote Online: Formatting Notebooks

Keep your OneNote Online notes organized. Discover how to create pages, sections, and titles to help organize notes, and explore different display modes available for working with and viewing notes. 0.3 hours. <u>Launch in SATERN</u>

OneNote Online: Using Collaboration Tools

With OneNote Online, you can collaborate with others in a number of different ways. Discover how to share notes and notebooks using email, links, and website posts, and how to view changes in a shared note. 0.4 hours. <u>Launch in SATERN</u>

Office 365: Word Online



Word Online: Opening & Navigating in Word Online

To get the most out of Word Online, you need to understand the interface and how to access the tools. Explore the interface and ribbon, learn how to create and work with documents, and collaborate with others on the same document. 0.7 hours. <u>Launch in SATERN</u>

Word Online: Editing Documents

Word Online offers several editing tools to allow you to create professional documents easily and efficiently. Discover how to insert and work with text and images, use the find and Spell Check functions, and work with others in real-time. 0.8 hours. Launch in SATERN

Word Online: Saving & Printing Documents

If you create a Word Online document, you will probably want to keep it. Learn how to save your documents, recover a previous version, use the automatic translation tool, and print and publish your documents. 0.4 hours. <u>Launch in SATERN</u>

Word Online: Formatting Text & Paragraphs

Add visual impact to Word Online documents. Discover how to work with the font, color, style, and alignment of text; create bullet points; and format your paragraphs. 0.4 hours. <u>Launch in SATERN</u>

Word Online: Formatting Documents

Your Word Online documents can contain elements other than text. Learn how to insert and work with images, tables, headers and footers, and hyperlinks. 0.8 hours. <u>Launch in SATERN</u>

Office 365: PowerPoint Online



PowerPoint Online: Opening & Navigating

Take the first step toward bringing your presentations to life. Begin working with PowerPoint from creating new presentations to working with the interface, changing view modes, and navigating slides. 0.6 hours. <u>Launch in SATERN</u>

PowerPoint Online: Building Presentations

Bring your presentations to life. Explore themes, inserting and moving slides, text, copying and pasting, commenting, and collaboration. 0.5 hours. <u>Launch in SATERN</u>

PowerPoint Online: Saving & Printing Presentations

Once your presentation is done, you can save and print it. Discover how to save and recover presentations, use the undo and redo functions, save as a PDF, and print presentations. 0.4 hours. Launch in SATERN

PowerPoint Online: Formatting Presentations

Presentations are more effective when having visual impact. Explore the ways you can polish your presentation, from working with fonts and text orientation to text alignment, lists, fill effects, and borders. 0.5 hours. <u>Launch in SATERN</u>

PowerPoint Online: Illustrating Presentations

A picture speaks a thousand words. Explore the graphic elements of PowerPoint, from working with images and hyperlinks to shapes and SmartArt. 0.6 hours. <u>Launch in SATERN</u>

PowerPoint Online: Preparing & Delivering Slideshows

Ready to go live? All that work you put into your presentation has come to this. Discover how to add animations, create transitions, use notes, present slideshows, and publish your presentations online. 0.4 hours. <u>Launch in SATERN</u>

Office 365: Excel Online



Excel Online: Navigating the Interface

To get the most out of Excel Online, you'll need to familiarize yourself with its interface. Explore the ribbon tool bar and the Tell Me search box for locating tools, and discover how to use the view modes and zoom function. 0.3 hours. Launch in SATERN

Excel Online: Managing Workbooks

Excel Online handles your workbooks differently than other versions of Excel. Learn about the automatic save function, how to use the version history, manage and work with multiple worksheets, and how to print your workbooks. 0.7 hours. <u>Launch in SATERN</u>

Excel Online: Inserting & Manipulating Data

You need data to make a spreadsheet useful. Discover how to work with data in Excel Online, including how to input, delete, copy, and move data; perform undo and redo actions; create automatic data series; and use the function library. 0.7 hours. <u>Launch in SATERN</u>

Excel Online: Formatting Data

Make your Excel Online data easier to read. Discover data formatting techniques, such as how to set a cell's format, align data, use colors and styles, and insert borders and hyperlinks. 0.7 hours. <u>Launch in SATERN</u>

Excel Online: Visualizing Data in Tables & Charts

Using tables and charts makes your data in Excel Online easier to read and analyze. Discover how to create and modify tables and PivotTables, sort and filter data, and insert and format charts. 1.1 hours. <u>Launch in SATERN</u>